

ADD-ONS FOR THUNDERBIRD:

- "SEEK": This add-on adds advanced search and sort functionality
- "LIGHTNING": This add-on adds full Calendaring functionality.

ADDING AN AUTOMATED SIGNATURE TO YOUR MESSAGES:

1. First you have to find out which mail format you use. Do you compose your mail in simple text or HTML? To find out: (*Tools > Account Settings > select Composition & Addressing under the desired Account Name*). Is the box checked or unchecked for "Compose messages in HTML format"?
2. Manually create a TXT or HTML signature file using a text editor such as Notepad or Wordpad, or an HTML Editor such as Nvu, Open Office, (or even Microsoft Word if you must).
 - *Warning: You can use a plain text signature in an HTML Note, but you don't want to use an HTML Signature in a plain text Note (Garbage can show up).*
 - Using a word processor: Start a New Blank Document. Put in all the info you want shown on your notes. Format the style as desired. "Save As" .txt, htm or .html file. Name it what you want and store it anywhere you want (ie: MySig1.html). (*I use Nvu/Kompozer to create & edit my HTML signature files. It makes a cleaner file. IMO "Word" sucks.*)
 - I suggest that you leave the "Title" blank in the HTML Text source code.
3. Once the file is created, go to Thunderbird and do the following: (*Tools > Account Settings > select your Account Name on the left > click the box "Attach this Signature" > click the Choose button*). Find your new txt, htm, or html file, select it, and click Open, then click OK to exit Account Settings.
4. Now when you send a note or reply to a note, your info will show at the end.
5. At this point you can also choose where you want the Signature to appear when replying. (*Tools > Account Settings > select Composition & Addressing under the desired Account Name*). Select " Automatically quote the original message when replying, Then, xxxxxxxx and place my signature xxxxxxxx". (I like "start my reply above the quote" and place my signature: "below my reply (above the quote)").

ARCHIVING MAIL: Archiving old mail reduces the size of the mail system and speeds up performance.

- 1) To archive mail, you first create a sub-folder under Thunderbird's "Local Folders" category: (*File > New > Folder > Create as a subfolder of: Local Folders <choose this for the parent>*). My choice is to create a subfolder called something like "Archived Mail 2008", then create individual sub-folders under that folder to help with organization. "MISC Stuff", "Business Stuff", "Tax Stuff", etc.
- 2) Drag or move the desired mail to your new "Archive" folders. This gets the mail out of your main system but still does not reduce the size of the mail system.
- 3) Then Compact the mail folders with (*File > Compact Folders*) to reduce the size of your mail system.

COMPACTING MAIL FOLDERS:

- Unless you regularly compact the mail folders, the size of your mail system grows and grows, eventually slowing down your mail.
- Manual compact: (*File > Compact Folders*).
- Automatic compact: (*Tools > Options > Advanced > Network & Disk Space Tab*). Check: compact folders when it will "Save Over" 5000 KB (5 MB). If you get messages to compact too frequently, you can tell it to compact without notifying you or you can change the "Save Over" value to a higher number.

FONT SIZE CHANGE

- BIGGER: If the font size in your mail is too small to read, simply Hold down <Ctrl> and press the + key until the size is right. This will remain in effect until you close Thunderbird. (- key = smaller).
- DEFAULT FONT SIZE: If you want to permanently make the default font size larger, go to (*Tools > Options > Display icon > Formatting tab > Fonts button*). Change the value in the "Minimum font size" box to a larger number. Something like 18 or 20 works good for a High Resolution Monitor.

MESSAGE FILTERS

- Message filters can automatically route unread mail to specific folders for your convenience.
- Unread mail sent to a custom folder can be identified easily. Any Folder containing unread mail items will show as Bold and will list the number of unread items to the right of the Folder name.
- Message Filters can also send mail to a "Junk" folder from people who are not in any of your address books or from those whom you dislike.
- For a step by step tutorial on setting up message filters, see: http://kb.mozillazine.org/Message_Filters
- For Tutorials and other info about Thunderbird, see the Mozilla knowledge base at: http://kb.mozillazine.org/Knowledge_Base In the search box, enter the desire topic.

PASSWORDS - CHANGING SAVED PASSWORDS:

- You cannot change a saved password. You must remove the old Saved Password entry, and then tell Thunderbird to save new password when you enter it during mail logon.
- To remove a saved Password, go to the Thunderbird Password Manager: (*Tools > Options > Privacy > Passwords Tab*). Click on "Edit Saved Passwords", Click on the desired entry, and click "Remove" to delete the entry.

PROFILE MANAGER

If you prefer, you can try out Thunderbird's Profile Manager. This uses a separate instance of Thunderbird for each e-mail setup, keeping each account totally separate. The disadvantage is that you can only run one instance of Thunderbird at a time and you have to close that one and reopen another to switch from one Account to the next. This is very annoying. For more info about Thunderbird Profiles, see: <http://www.mozilla.org/support/thunderbird/profile>

RETURN RECEIPTS

- ONE E-MAIL: To request a return receipt while composing an e-mail, click (*Options > Return receipt*). The recipient will see your request and hopefully say yes.
- ONE ACCOUNT: To specify the default Return Receipt handling for both outgoing and incoming mails, click (*Tools > Account settings*). In the Left-hand column (under the desired Account Name), click Return Receipts. Now, set up all desired Return Receipt actions for this Account and click OK to exit.
- ALL ACCOUNTS: (Global settings). To specify the default Return Receipt handling for both outgoing and incoming mail, click (*Tools > Options > Advanced Icon > General tab > Return Receipts button*). Now, set up all desired Return Receipt actions for this Account and click OK to exit.

- AOL Notes: Apparently AOL does not permit the requesting of Return Receipt in your outgoing mail. If you have an AOL address you can acknowledge a received request, but you cannot send one with your outgoing e-mails. The request just disappears.

SAVING "IMAP" MAIL ITEMS LOCALLY ON YOUR HARD-DRIVE (*Webmail*):

1. Normally all IMAP Mail is stored on the provider's server. If you are tired of AOL or other IMAP provider erasing your old e-mail, you can do one of two things, 1) Convert your account to POP (if the provider allows), or 2) Store some or all of your e-mail locally. You should do this only if you access your IMAP Account from just one PC, since your locally stored mail will NOT be accessible from other PC's. To permanently save your messages off-line on your PC, you simply create your own custom "Local Folders" in Thunderbird and then drag selected messages to these folders or route them using message filters. (*Note: In the instructions below, if you are using GMAIL or any provider other than AOL, simply substitute GMAIL or the other provider name instead of AOL. ie: "GMAIL Drafts"*)
2. First, from the Thunderbird Main Screen, create the following 4 subfolders in Thunderbird's "Local Folders" (*File > New > Folder > Create as a subfolder of: Local Folders <choose this for the parent>*) Name them; "AOL Sent", "AOL Drafts", "AOL Templates", and "AOL MISC". You can add other folders later.
3. Now, from the Copies and Folders screen, set up the routing of selected messages (*Tools > Account Settings > Copies & Folders [Below your selected AOL or GMAIL Account]*). Specify your newly created custom Local Folders for "Sent", "Drafts", and "Templates" as follows:
 - Under "When sending messages, automatically:"
 - Check the box: " Place a copy in:", then select "⊙ Other:", and select "AOL Sent on Local Folders"
 - Under Drafts and Templates, "Keep message drafts in:"
 - Select "⊙ Other:" and select "AOL Drafts on Local Folders"
 - Under Drafts and Templates, "Keep message templates in:"
 - Select "⊙ Other:" and select "AOL Templates on Local Folders"
4. Other subfolders can be created under "Local Folders" as desired to manually store mail items on your PC using a click&drag or by routing mail automatically to your Local Folders with Message Filters. See the above section on Message Filters.

SLOW - CAUSES FOR THUNDERBIRD RUNNING SLOW:

ANTI-VIRUS PROGRAM E-MAIL SCANS

- A big reason large e-mails or attachments can download slowly is if your antivirus program is scanning all incoming and outgoing email. This is most annoying with IMAP MAIL as it scans each item as it downloads and while you are waiting for it to open. I always turn off the scanning of outgoing e-mails, and if my incoming mail is uncomfortably slow to download, I turn off the scanning of incoming e-mails as well. Your provider has already aggressively scanned your mail for virus and malware.

POP MAIL: Slow POP Mail usually means it is time to DELETE or ARCHIVE some of your mail, then Compact the Folders.

- **DELETE MAIL:** Deleting mail items moves them to the trash folder, but does not reduce the size of your mail system.
 - 1) After deleting your selected mail items, click on (*File > Empty Trash*). This finally deletes the mail, but still does not reduce the size of your mail folders.
 - 2) Compact the mail folders with (*File > Compact Folders*) to reduce the size.
 - 3) To keep your mail compacted automatically, make sure your "compact folders" settings are as shown above in the COMPACTING MAIL FOLDERS Topic.
- **ARCHIVE YOUR MAIL:** See the section above on ARCHIVING MAIL.

IMAP MAIL

- Thunderbird only downloads the mail Headers ahead of time. Once you click on an e-mail or attachment, it has to be downloaded before you can view it, thus making IMAP Mail seem slow. The speed of your connection is important. Also see the antivirus scan comments above.
- Note: The first time you run Thunderbird on a newly installed IMAP Account, it will go very slow as it synchronizes the headers with the server. Also the first time you open each folder, it will go slow until all the headers in that folder download and synchronize. This only happens the first time after first installing a new IMAP Account on Thunderbird and is normal.

ATTACHMENT SAVING IS SLOW: This can be caused by a bloated "downloads.rdf" file in your Thunderbird profile folder. Try the following:

C:\Documents and Settings\Jim\Application Data\Thunderbird\Profiles\xyxyxyxyxy.username@yourisp

1. Exit Thunderbird if it is running.
2. Recommended: make a temporary backup of your Thunderbird profile folder (or at least of the downloads.rdf file).
3. Delete the downloads.rdf file from your profile folder.

REF: http://kb.mozillazine.org/Attachment_save_slow_-_Thunderbird